

Total columns, Total rows

With these options you can decide if the pivot table shows an extra row with the sums of each column, or if it adds on the very right a column with the sums of each row. In some cases, an added total sum is meaningless, for example if the entries are accumulated or the result of comparisons.

Add filter

Use this option to add or hide the cell labeled **Filter** above the pivot table results. This conveniently provides additional filtering options within the pivot table. For more information, see “Filtering” on page 305.

Note

The filtering provided through the **Add filter** option is independent of the filtering provided by including fields in the *Filters* area of the Pivot Table Layout dialog.

Enable drill to details

With this option enabled, if you double-click on a single data cell in the pivot table result, including a cell produced from **Total columns** or **Total rows**, a new sheet opens giving a detailed listing of the individual entry. If you double-click on a cell in either a row or column field area, then the Show Detail dialog opens (Figure 284). If this function is disabled, the double-click will keep its usual edit function within a spreadsheet. For more information, see “Drilling (showing details)” on page 304.

Source

The **Selection** field in this area shows the sheet name and the range of cells containing the raw data for the pivot table. If the source spreadsheet contains any named ranges, these can be selected through the **Named range** option.

Destination

The controls in this area define where the result will be shown.

Selecting **New sheet** adds a new sheet to the spreadsheet file and places the results there. The new sheet is named using the format **Pivot Table_sheetname_X**; where X is the number of the table created, 1 for first, 2 for second, and so on. For a sheet named Sales List, the new sheet for the first pivot table produced would be named **Pivot Table_Sales List_1**. Each new sheet is inserted next to the source sheet.

If the target spreadsheet contains any named ranges, these can be selected with the **Named range** option.

The **Selection** field in this area shows the sheet name and the range of cells for the pivot table’s results.

Tip

To display the pivot table on the same sheet as the raw data, check the **Selection** option in the *Destination* area, click the **Shrink** button to the right of the *Selection* field, click at an appropriate cell in an empty area of the sheet, click the **Expand** button, and click **OK** on the Pivot Table Layout dialog.

More settings for the fields: Field options

The options discussed in the previous section are valid for the pivot table in general. You can also change settings for any field that is currently included in the pivot table layout. Change a field’s settings by double-clicking that field within the *Filters*, *Column Fields*, *Row Fields*, or *Data Fields* areas of the Pivot Table Layout dialog. Double-clicking a field within the *Available Fields*